



STATE
OF
GEORGIA

31-08
x2
Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date Dec 18, 1972	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 1		Date Received DEC 18 1972	Application No. / Date Completed 443-444 / DEC 28 1972
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Building Authority Room 700, 47 Trinity Ave. SW Atlanta, Georgia 30303		4. Person to Contact Luther C. Lewis, Jr.	
		5. Working Title Records Mngmnt Off.	6. Tel. No. 656-3250

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1962 - date	9. Exact Series Title Georgia Building Authority Files (see attached list)
--	--

10. What is the function of the office in which this record series is created?

To administer, operate and maintain all State-owned buildings in the Capital Area including the supervision of cleaning services, regulation of entry into buildings, the provision of physical security for the buildings, the administration of State-owned parking areas and the State cafeteria.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

See attached List

NOTE: Figures in item 12 include a 4 year accumulation of files on attached list as well as files covered by common standards for fiscal, housekeeping and reference paper files.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				24	35
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
Record Ctr. Boxes	110	110		This Year's	Last Year's
			AVERAGE DAILY REFERENCES	10	5
				2	—

Georgia Building Authority Files
Agency Application No. 1
December 18, 1972

Appl.
No.

Description

Disposition

443

DAILY PARKING TICKETS FILES - In State-owned parking facilities some areas are set aside for visitors who pay an hourly rate for parking. The file consists of documents recording parking hours and fees paid. The file is arranged chronologically.

Cut-off the file at the end of each fiscal year, then; hold in the current files area 90 days, then; transfer to State Records Center and hold 1 year, then; destroy.

444

AFTER-HOURS VISITORS LOG FILES - Documents relating to the presence of individuals in State-owned buildings during other than normal business hours. Includes only a form on which the person records his name, office area visited, purpose and times of entry and departure. The file is arranged alphabetically by building and thereunder by date.

Cut-off the file semi-annually on 31 December and 30 June, then; hold in the current files area 6 months, then; destroy.